



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 09/17/21	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-003-4800-002	
BUREAU/UNIT Human Resources		CLASS TITLE Staff Services Manager I (Specialist)	CBID E48
INCUMBENT		WORKING TITLE	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Staff Services Manager II, the Staff Services Manager I (Specialist) independently performs a variety of complex analytical and consultative services related to training creation and delivery, policy, Workforce Analysis, Upward Mobility and other Human Resources (HR) programs.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>		
	ESSENTIAL FUNCTIONS		
30%	Creates, implements, maintains, and delivers virtual and in-classroom HR training; develops and delivers training for HR staff on new laws, rules, and regulations that impact HR; develops and delivers training for POST staff on various HR topics; develops and delivers training to POST supervisors/managers on HR topics such as: Family Medical Leave Act, Employee Assistance Program (EAP), Return-to-Work (RTW), Reasonable Accommodation (RA), completion of STD. 634, Absence and Additional Time Worked Reports, developing and reviewing duty statements, recruitment/hiring, etc.; oversees the training program and works closely with the POST training coordinator to analyze trends and identify workforce needs; works closely with the Executive Team for special training requests, presentations, and other training-related efforts; addresses individual and organizational trainings issues, resolves problems, and provides appropriate solutions.		
30%	Responsible for the maintenance of the HR policies; develops new policies; stays apprised of new laws, rules and regulations as it applies to HR activities; reviews policies on an annual basis; coordinates Peace Officer Standards and Training (POST) Policy Manual updates with designated bureau policy coordinators; ensures the distribution of new and updated policies electronically to all staff and maintains in the POST share drive; creates, implements, maintains, and delivers training to policy coordinators on proper preparation, submittal, and routing of POST policies on an annual basis; prepares union notices for Labor Relations Officer signature and sends to appropriate unions.		
20%	Acts as the Workplace Violence and Bullying Prevention Coordinator; administers, implements and reviews the Work Place Violence Policy, Procedures and Prevention Program; acts as the Employee Health & Wellness Program Coordinator; promotes health, fitness, and illness prevention through educational awareness campaigns and wellness initiatives; serves as the agency's expert resource regarding all available benefit programs including the EAP; oversees the RTW program, including Worker's Compensation, Non-Industrial Disability Insurance and State Disability Insurance claims processes; acts as the RA coordinator; approves, modifies or denies RA requests; works with Business Services to obtain, procure and/or provide approved RA goods and/or services.		

10%	Serves as the chairperson for the Disability Advisory Committee (DAC); ensures compliance with ADA; initiates, designs, coordinates and implements projects to improve employment opportunities for persons with disabilities; advises staff on issues relating to the ADA; administers the Limited Examination and Appointment Program (LEAP) for POST; acts as a subject matter expert within the department for information about LEAP and the hiring process; monitors LEAP appointments and processes LEAP documents for submission to CalHR.
5%	Serves as POST's Workforce Analysis Coordinator; independently responsible for completion of the annual Workforce Analysis report and its timely submission to the California Department of Human Resources (CalHR); acts as the Upward Mobility (UM) Program Coordinator; establishes POST's UM goals; assists employees with UM plan development; in collaboration with the Equal Employment Opportunity Officer, reports on POST's UM Program efforts to CalHR's Office of Civil Rights on an annual basis; manages HR interagency contracts.
5%	NON-ESSENTIAL FUNCTIONS Assists with HR special projects as needed. Back up to other HR staff.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB *(if applicable):*
WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts with individuals within POST and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. This position is located at POST Headquarters in West Sacramento, CA.

Some travel may be required (e.g., travel to off-site Bureau conferences or meetings or training and provide assistance to POST as necessary).

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies such as paper, binders, manuals, etc.

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE***

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE